

TOWN OF BRANDON
STREET NAMING AND ADDRESSING ORDINANCE

SECTION I. PURPOSE

In accordance with 24 VSA 4421, the Select Board of the Town of Brandon hereby establishes the following ordinance in order to develop a more uniform street naming and street addressing system throughout the Town of Brandon to enable people to locate addresses effectively for providing emergency services and deliveries.

SECTION II. STREET NAMING

The Select Board shall name all streets within the Town. A private road, that is a road giving access to three or more residences, shall be required to bear a name and street sign. The Select Board may change the names of streets within town when necessary to promote public welfare. Each street or road shall be assigned a name that is separate and distinct from any previously assigned name in Brandon. In the future, any new development must comply with this Ordinance.

SECTION III. GENERAL NUMBERING SYSTEM

Outside of the central village, all roads shall be given an official name by the Select Board and shall be measured in segments of 1/1,000th of a mile (5.28 feet) from a designated starting point, usually the end of the road nearest the intersection of a larger road. ODD numbers shall be assigned to the RIGHT side of the road and EVEN numbers to the LEFT side of the road. The first 5.28 foot increment contains numbers 1 and 2, the second 5.28 foot increment numbers 3 and 4, and so on. All numbers shall be established based on the center of the driveway, or if there is no driveway, the center of the building.

SECTION IV. SPECIFIC NUMBERING SYSTEM

Apartment House - A residential building in which the rooms are arranged and rented as apartments. Apartment houses shall be numbered as follows: the Apartment House shall be given one street number, and each individual apartment shall be given an apartment number. *For example, 21 (Name) Street, Apartment 1; 21 (Name) Street, Apartment 2; etc.*

Residential Condominium Complex - A building or buildings with individually owned units. Each condominium road shall be given a street name, and each condominium within the complex shall be given its own street number. *For example, 62 (Name) Street.*

Commercial Complex - A building or buildings used for commercial or industrial use. Each building shall be given its own street number and each unit within that building shall be given its own unit or suite number. *For example, 111 (Name) Street, Suite 1.* Where there are multiple roads in a complex, each road shall be given a street name, and each building shall have its own street number. In the case of commercial condominiums, each unit in a building shall have its own unit number, and further subdivisions shall be given a letter. *For example, 113 (Name) Street, Unit 3; 113 (Name) Street, Unit 3A; etc.*

Combined Commercial and Apartment Complex - A building or buildings used for commercial use in which there may also be apartments. Each building shall be given its own street number; each commercial unit shall be given its respective unit or suite number; and each apartment shall be given its respective apartment number. At no time shall any unit or apartment in the same building be given the same number. *For example, 58 (Name) Street, Unit 1; 58 (Name) Street, Unit 2; 58 (Name) Apartment 3; etc.*

Duplex House - A dwelling consisting of two separate family units which are separated from each other by a wall that extends from ground to floor. Each family unit shall be given its own street number. *For example, 5 (Name) Street; 7 (Name) Street.*

Single Family Dwelling - A detached one family house which shall be given its own street number. *For example, 44 (Name) Street.*

Single Family Dwelling with Apartment - A primary residence with an accessory apartment. The primary residence shall be given a street number, and the accessory apartment shall be given that street number along with an apartment number. *For example, 9 (Name) Street; 9 (Name) Street, Apartment 1.*

SECTION V. SIGNAGE

Street Signs - The Select Board, upon adoption of this Ordinance, shall institute a program for the installation and maintenance of street name signs. All street signs shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways. All signs on public roads or streets shall be furnished and installed by the Town, at public expense. All signs on private roads shall be furnished and installed by the Town, at the owners' expense.

Street Numbers - All street numbers shall be 4 inches high, of a white or silver reflective material, in block format, mounted on a placard of green or black color. All numbers shall be properly affixed on or near the front entrance of the building, and shall be legible/visible from the street at all times. If a number is not legible/visible from the street, the number shall be installed near the street and be legible/visible at all times. The owner of each building shall be responsible for installing street numbers which shall conform with this Ordinance at their expense.¹

SECTION VI. EFFECTIVE DATE AND ENFORCEMENT

As soon as is practicable after the adoption of this Ordinance, but in no case later than May 1, 1998; all streets shall be named and all buildings shall be numbered in accordance with the provisions of this Ordinance. In the event that an owner of any house or building fails to comply with the provisions of this Ordinance, by affixing the assigned street number in the proper location; and removing any old numbers affixed to such building, which may be confused with the number assigned thereto;² then such owner(s) shall be notified of their non-complaint status, and given a period of sixty (60) days to comply. If the owner refuses to comply with the provisions of this Ordinance within the sixty (60) day period; then the Town may affix the appropriate street numbers and remove any obsolete or confusing numbers, and the owner(s) shall be required to reimburse the Town.

SECTION VII. APPEAL

Notice of appeal regarding any provision or implementation of this Ordinance shall be addressed to the Town Manager. In the event the matter cannot be resolved thereby, then further appeals shall be addressed to the Select Board.

¹ Amended at 2/23/98 Board Meeting.

² Deleted

